

## **Advisory Committee Meeting**

### **Minutes**

**February 26, 2010**

#### **In attendance**

Faith Line, Ray McBride, Sarah McMaster, Kristen Simensen, Drusilla Carter, David Goble, Frank Bruno, Catherine Buck Morgan, Jan O'Rourke, Rogan Hamby, Shasta Brewer, Karen Brophy

#### **I. Approval of Minutes**

Faith moved to accept the minutes as presented. David seconded. This motion was unanimously approved.

#### **II. Committee Reports**

##### **A. System Admin Committee**

##### **i. Test Server MOU**

ESI will set up and maintain test server free of charge provided that SCLENDS maintains current support contract. Server will be maintained as a single server brick. The test server is not intended to be a training environment, and will only support up to 5 simultaneous users. 30 minute notice will be provided should maintenance be required. Server failure will be addressed in the next business day.

The test server will need to be a managed resource, and a schedule among SCLENDS member libraries will need to be set up. Catherine will set up an online calendar for this purpose. Catherine will also coordinate with DSIT on this end.

##### **ii. Virtual Systems Admin Update**

Catherine gave a report on the Virtual Systems Admin (.5FTE) position. After speaking with Dave at ESI, a list of responsibilities of the job was provided to her. Many of these items were already in the duties covered by ESI. Issues like reporting would be covered, and analysis of server load and capacity when new libraries are coming on. Ray made the recommendation that we defer a decision for 60-90 days until we know more. The motion was made, seconded and approved. The need for reports remains a major concern, and a decision about whether to commit development dollars to this purpose needs to be addressed.

##### **iii. Helpdesk update and future**

Catherine noted that feedback on tickets remains a major concern. Support resources are wasted when staff members are working issues that have already been resolved. A new distribution list that informs both Catherine and Rogan has been set up to alleviate this situation.

##### **iv. New Transaction Reports (Florence)**

Rogan created a new report to track total ICL items sent and received. This includes internal transfers. Ray requested that comments/feedback be sent to Rogan in order to improve the output.

## **B. Finance**

### **i. Invoices**

Syndetics invoices went out last week. Logo sticker invoices also were sent out.

### **ii. Financial Model Committee**

The Financial Models Committee recommended that we adopt a model that includes a base amount of \$5,000.00 plus an assessment cost on a per patron basis of \$.20. The motion was made, seconded and approved. The active cardholder figures should each be verified. Colleen noted that systems should purge inactive patrons on an annual basis. The committee made the motion that we accept this as the initial model with the understanding that we agree to a definition of cardholder and purge records on an annual basis. This will be revisited annually.

The Financial Committee will work via email to draft standards for purging cards to present back to the AC.

## **C. Governance**

Nothing to report.

## **D. Circulation**

### **i. Delivery issues**

- a. Bins - **These are still too heavy.** Concerns about staff injury remain. It was again requested that everyone follow the agreed upon bin weight limit of 35 lbs.
- b. New IMS Stops – Chesterfield has a new delivery stop – Matheson Library.
- c. Libraries experiencing delivery issues caused by staff error should send emails to Directors that can be forwarded to appropriate staff. Libraries that are experiencing problems with IMS delivery staff should contact Sue Riser and cc Catherine Morgan.
- d. Highlighting of slips can cause problems on slips produced on thermal printers. Ray reported that reconfiguring printers to print extra dark slips has alleviated this problem at Florence.

### **ii. Circulation Work Group recommendations**

The AC considered recommendations and discussed changes. Jan took notes on changes to give to the workgroup. The AC approved the recommendations with changes (Frank made motion and Faith seconded).

### **iii. Automatic Processing to Lost items**

We will ask for 60 days automatic processing from ESI. It may be that we have to wait for version 1.6.

## **E. Cataloging**

### **i. De-duping Issues**

Rogan gave a report on de-duping needs. Rogan, Shasta and Lynn made a recommendation to proceed with de-duping based on minimal match points (ISBN and title matches). This will be run on test server initially. Faith moved that we proceed with

this plan, Kristen seconded, and the AC unanimously approved the motion. Rogan and Catherine will follow up on this with ESI.

ii. Last Copy Records

Sarah asked for guidance about last copy items, e.g., large print and juvenile. The need for a collection development working group was made by Sarah, and Frank made the motion to form this committee with Drusilla seconding. The motion was approved. Sarah volunteered to chair this committee. Sarah asked for a contact person at each library. Nancy Rosenwald of SCSL is working to revise the procedures.

iii. Netlibrary Items provided to all libraries by SCSL

These items are not showing up in the catalog. The AC noted a need for guidance from the Cataloging Workgroup about how to set up these records for use by all. These items would be different from individually held NetLibrary records.

### **III. Training**

The training workgroup is scheduled to meet following the AC meeting to coordinate resources and prepare for v. 1.6 testing and staff development activities.

### **IV. Other Questions/ Issues**

**A.** Workgroup meeting locations – Faith raised the issue of travel time and expense in attending workgroup meetings. The recent meeting in Florence was not feasible for her staff to attend, and she asked that workgroup meetings be held in Columbia to make travel equitable to all library staff. Ray made a motion to hold all meetings in Columbia, and Colleen seconded. The motion was approved unanimously.

**B.** Logo standards – Wlodek requested higher quality SCLENDS logo files. It was noted that vector files are in the PR Toolkit.

**C.** IMS – Delivery locations

Catherine gave a report on her meeting with IMS head Tom Hornsby. She asks to be kept apprised of issues, and noted that when she asked about issues, few were forthcoming. Catherine noted that a Fort Mill stop may be a possibility if York is willing to accept deliveries during daytime hours.

**D.** IMS – Courier bag address cards – Kristen will coordinate getting a set of mailing cards on the wiki so that all libraries can use these and centrally update address changes as needed.

Next AC meeting: Friday, March 31, 10 a.m.; SCSL Room 301.